

***SUMMARY OF AMENDMENTS TO THE
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL
FOR THE DISTRICT OF ARIZONA
Effective April 3, 2006***

Section	Amendment
I.B.3.d.	<p>Any attorney granted an exception from e-filing must provide a copy of the exemption order along with any paper filing submitted. If the exemption applies only to a particular document, the filer is required to e-file a “Notice of Filing” that describes the paper filing, as well as provide the clerk with a copy of the notice when presenting the document for filing in paper form.</p> <p>Attorneys granted an exemption for e-filing no longer need to submit an electronic version of all documents on CD-ROM.</p>
I.C.	The ECF account of any attorney who is suspended or disbarred from practicing in this court will be suspended. If reinstated, the attorney must re-register as a new user of the ECF system.
II.B.1.	Attorneys making application to appear <i>pro hac vice</i> are required to electronically provide a scanned (PDF) version of the Certificate in Good Standing containing a visible hand signature.
II.C.1.	While an “s/” followed by a typewritten name is the preferred format in which a registered user's signature should appear on an e-filed document, a digitized image of a signature is also acceptable.
II.C.2.& II.D.3	A registered user’s secretary, paralegal, or other authorized assistant may electronically “sign” a certificate of service by using a “s/”, or by inserting a digital image of his or her signature.
II.C.3.	Clarifies procedure for filing a document requiring more than one signature, such as a stipulation, and sets forth the acceptable ways to display multiple signatures in the electronic document.

II.D.3.	<p>Narrows requirement for providing the court with paper courtesy copies to the following types of documents: complaints; notices of removal; motions to dismiss and responses/replies thereto; motions for summary judgment and responses/replies thereto; motions for temporary restraining order and supporting documents; any document that exceeds 10 pages, including exhibits and attachments.</p> <p>The face page of the appropriate Notice of Electronic Filing (“NEF”) should be appended to the last page of any paper courtesy copy provided to the court.</p>
II.G.1.a.	<p>Except as provided in this section, e-filers are required to include a copy of a proposed order, if any, as an <i>attachment</i> to a motion or stipulation. This assures that opposing counsel will receive a copy and the filer will not have to mail a paper copy of the proposed order to all parties. This amendment does not disturb the requirement that a proposed order be e-mailed to the central chambers e-mailbox along with a PDF copy of the motion or stipulation. Such e-mails may <u>not</u> be used to serve a copy of a proposed order on opposing counsel.</p> <p>While WordPerfect remains the preferred format in which proposed orders should be sent to the court, Word documents are now permitted as well.</p>
II.G.1.a	<p>When filing a motion to continue trial, sentencing, or disposition hearing in a criminal case filed in the Tucson Division, counsel must not submit proposed orders to the court. Proposed orders must continue to accompany such motions filed in criminal cases filed in the Phoenix Division.</p>
II.H.	<p>When a motion to amend is filed, the filer must comply with LRCiv 15.1(a) and attach a redline/strikeout version of the proposed amended pleading as an exhibit, and lodge the original proposed amended pleadings. If the motion to amend is granted, the Clerk will now e-file the amended document rather than counsel.</p>
II.I.1.	<p>An electronic version of any sealed document or proposed sealed document on CD-ROM must accompany the paper copy provided to the Clerk only when the sealed document exceeds 20 pages in length. However, any proposed order granting a motion to file a document under seal must continue to be provided on CD-ROM, regardless of page length.</p>
II.J.	<p>When it is necessary to e-file more than ten large PDF exhibits as defined in section (b), the number of exhibit files uploaded in a single e-filing transaction shall not exceed ten. Additional attachments or exhibits may be filed as needed using the "Additional Attachments to Main Document" event. (See Admin Manual for further details.) Filers are also reminded of the requirements set forth in LRCiv 7.1(d)(1) and (d)(2).</p>

II.L. & II.M.12.	Transcript and Tape Order forms (Form AO-435) may be filed electronically. If the ordering party is a CJA panel attorney, the CJA Form 24 for payment will be filed as an attachment to the transcript order form. Both forms are available in a form-fillable format on the court's website.
II.M.12.	Miscellaneous cases are exempt from electronic filing.
II.N.	Original "Character Letters in Support of Sentencing Memoranda" must be submitted to the U. S. Probation Office in paper form with copies to the court and opposing counsel. Neither the letters, nor a Notice of Filing such letters, may be filed electronically with the court.
III.	The administrative record in Navajo-Hopi relocation cases are exempt from e-filing.
Global Update	All "CM" references to the acronym "CM/ECF" have been deleted, as it relates only to a function of the system that is internal to the court. The court's electronic case filing system for external users will be referred to as "ECF".